



CONTRACT USER GUIDE



How to Use CLT07, Clothing, Uniforms, Footwear, Accessories and Personal Care Products Statewide Contract

Contract #: CLT07	Contract Duration: 04/01/2015 to 3/31/2016
MMARS #: CLT07*	Options to renew: 1 year renewal option. Max end date 3/31/2017.
Contract Manager:	Stephen Lyons – 617-720-3373 – steve.lyons@state.ma.us
This contract contains:	Supplier Diversity Office (SDO), Environmentally Preferable Products (EPP), and Prompt Pay Discount Programs (PPD)
Last change date:	November 30 th , 2015

Contract Summary

This is a cooperative contract between the Commonwealth of Massachusetts and the State of Connecticut for **Clothing, Uniforms, Footwear, Accessories and Personal Care Hygiene Supplies**, for which Massachusetts is the lead state. This contract includes other related clothing items, with awards covering 14 categories as listed below.

CLT07 Contract Categories

1 – Uniforms
2 – Athletic Wear
3 – Footwear
4 – Hosiery
5 – Hospital Wear (Health Care & Patient Care Apparel)
6 – Nightwear
7 – Outerwear
8 – Underwear
9 – Personal Care Hygiene Supplies
10 – Clothing Rental
11 – Environmentally Preferable Uniforms Clothing
12 – Miscellaneous Items/Services
13 – Massachusetts State Police and Department of Corrections Uniforms
14 – State of Connecticut State Police Stratton Hats

Who Can Use This Contract?

Applicable Procurement Law: MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00

Eligible Entities:

01. Cities, towns, districts, counties, and other political subdivisions;
02. Executive, Legislative, and Judicial branches, including all Departments and elected offices therein;
03. Independent public authorities, commissions, and quasi-public agencies;
04. Local public libraries, public school districts, and charter schools;
05. Public Hospitals owned by the Commonwealth;
06. Public institutions of high education;
07. Public purchasing cooperatives;
08. Non-profit, UFR-certified organizations that are doing business with the Commonwealth;
09. Other States and Territories with no prior approval by the State Purchasing Agent required; and
10. Other entities when designated in writing by the State Purchasing Agent.

Benefits and Cost Savings

- Contract pricing REVISED to reflect an MSRP (Manufacturers Suggested Retail Price) less a per cent,
- More items are available under the MSRP discount pricing without all items being shown,
- Items not listed are available from the referenced catalog at the same discount listed for a category,
- Volume discounts vary based on manufacturers and extended to those ordering,
- Orders can be aggregated by the vendor for volume discounts – contact your vendor.

Where to Obtain Important Contract Information in COMMBUYS

To obtain in-depth contract information sign in to the [COMMBUYS](#) website and click on the magnifying glass in the top right corner of your screen to conduct a search. Select Document Type “Contracts/Blankets” and search by Contract/Blanket Description: “CLT07”. To ensure you receive only results for active contracts, under the search field for Header Major Status select “3PS – Sent” and enter an Expiration Date from today’s date, to 3/31/2016, and you will be given the results to each active contract. All of the important contract information, such as the RFR, can be found under the Contract/Blanket C129413-vCurrent with Conversion Vendor.

Pricing and Purchase Options

Purchase Options: Purchases will be direct, outright purchases with no delivery charges. Comparing prices against other vendors for the same or similar products is suggested and represents good purchasing practice. Vendor price files may be found within their respective catalogs in COMMBUYS. For specific pricing information it may be necessary to contact the vendor directly. For volume discounts also contact the vendor directly.

Pricing is focused more on a discount percent from a catalog price list, while a few vendors remain at a cost plus structure. Items not listed on the vendor’s price list are available at the same discount or mark up for the category being purchased from with the same conditions as for items listed.

Environmentally Preferable Products on CLT07

Category 11 of this contract includes “environmentally preferable clothing.” Items in this category may be made with recycled materials (e.g. recycled polyester and/or PET plastic); such items also may be made with organically grown cotton, be bleached without the use of chlorine, or similar environmental attribute. Such products typically represent a significant energy savings in the manufacturing process and may not require dry cleaning, which may help reduce the use of toxic chemicals. Contact vendors to request additional information on the products provided.

How to Purchase through This Contract in COMMBUYS

This section is intended to provide guidance for purchasing items from statewide contract CLT07. For general guidance regarding COMMBUYS, please utilize OSD's training resources at <http://www.mass.gov/osd>.

CLT07 is now a \$0.00 line item catalog. In order to get pricing a buyer should contact the vendor to obtain quotes. Vendors have created price files to be used as a reference. Each price file can be found on the C129413-vCurrent MBPO page, and will be found on each vendor's respective MBPO page as well. A master price file has also been created to help identify vendors by category, manufacture, and the discounts they offer from MSRP.

Each vendor MBPO has one \$0.00 line item per category they provide under CLT07. Buyers should enter the quoted price into the line item and edit the description to include the quote or a description of what is being ordered.

To begin, create a new requisition.

1. In the drop-down menu for Requisition Type, be sure to select "Release", and then click "Save and Continue".
2. Click the "Item" tab, and then click "Search Items".
3. Click to expand the Advanced Search, and then type "CLT07" into the "Description" field.
 - a. Search the item's description by typing your query in the "Item Description" field. Line item descriptions are filled in with keywords for each category, as well as the category title itself (ex: "socks" will return any line item that contains "socks", while "CLT07 Uniforms" will return specifically line items for vendors that sell uniforms).
 - b. Search by Description ("CLT07") and include Vendor Name to return each line for a vendor.
4. Select the line item you wish to use, change the quantity to from 0 to 1, and click "Add to Req & Exit" to add that line item to your requisition.
5. Click "Enter Info" to revise the \$0.00 line item.
 - a. Edit the price based on your quote from the vendor.
 - b. Edit the description to include information for the sale, such as the quote number or additional information.
6. Once you have edited your items to reflect the price you will pay the vendor, click "Save & Continue"
7. Review content on each tab to ensure the requisition meets your organization's needs.
8. Submit the requisition for approval.

For repeat orders open a previous order, navigate to the bottom of the order, and click "Clone PO" to populate the old information to a new order.

For additional COMMBUYS information, such as help creating a Release Requisition, visit our [Job Aids for Buyers](#).

Master Price File on COMMBUYS

A CLT07 Master Price File is now available on COMMBUYS under the vCurrent MBPO ("Conversion Vendor"). The vCurrent MBPO is the first result that appears when you search "CLT07" in COMMBUYS. On this MBPO you will find a price file for each vendor (file will also appear on respective vendor's MBPO). In addition to the individual price files you will find a master price file ("CLT07 Master Price File (Date) – Use to compare all MA vendors and categories"). This master price file is a compilation of all Massachusetts vendors, their categories, and the discount they offer from the manufacturer MSRP. Vendors who only sell in Connecticut were not included. Vendors that do not have a clear discount percentage are noted that you must contact the vendor. Vendors with varying discounts have a note to reflect that the discount is an average of the discounts they offer from the manufacturer. There is no bulk discount pricing information included in the master price file. To get information on bulk discounts you must contact the vendor(s) directly.

The master price file is meant to be a reference material and tool for aiding a buyer in the selection of a vendor. For additional questions the buyer is always recommended to contact the vendor directly.

Link to C129413-vCurrent MBPO on COMMBUYS: [C129413-vCurrent](#)

Vendor List and Contact Information

Vendor	Phone Number	Email
All Sports - Heroes Uniforms	978-452-1976 ext. 352	mmcatamney@allsportsheroes.com
MBPO: PO-16-1080-OSD03-SRC3-00000005164	Categories: 1, 2, 3, 5, 7, and 12	
Andrea's Police Supply	508-821-5815 ext. 101	jvthayer@andreaspolicesupply.com
MBPO: PO-16-1080-OSD03-SRC3-00000005344	Categories: 1, 3, 4, 7, 8, 12, and 13	
Aramark Uniforms	800-785-2299 ext. 713119	diane.macmillan@uniform.aramark.com
MBPO: PO-16-1080-OSD03-SRC3-00000005162	Categories: 1, 2, 3, 7, 12, 13, and 14	
Bob Barker Company, Inc.	800-334-9880	bidnotices@bobbarker.com
MBPO: PO-16-1080-OSD03-SRC3-00000005393	Categories: 1, 2, 3, 4, 6, 7, 8, 9, 12, 13, and 14	
Company Store, Inc.	508-646-0071	uniforms@costu.comcastbiz.net
MBPO: PO-16-1080-OSD03-SRC3-00000005392	Categories: 1, 3, 5, and 12	
Darter Specialties, Inc.	203-699-9805	alice@darterpress.com
MBPO: PO-16-1080-OSD03-SRC3-00000004989	Categories: 1, 2, 5, 7, and 12	
Doughboy Police and Fire Supply	617-282-2677	info@doughboyuniforms.com
MBPO: PO-16-1080-OSD03-SRC3-00000005124	Categories: 1, 3, 4, 7, 8, 12, and 13	
Fairfield Uniform Co. (CT Only)	203-335-9941	fairfielduniform@aol.com
MBPO: PO-16-1080-OSD03-SRC3-00000005161	Categories: 1, 3, and 7	
First Defense Supply (Worcester County)	978-343-0019	jawcpe@verizon.net
MBPO: PO-16-1080-OSD03-SRC3-00000005348	Categories: 1, 3, 4, 6, 7, 8, 12, and 13	
Graphics Productions, Inc.	781-749-8828	graphicspro@msn.com
MBPO: PO-16-1080-OSD03-SRC3-00000005346	Categories: 1, 2, 3, 4, 5, 6, 7, 8, and 12	
Guardian Uniform and Supply	413-858-8880	terry@guardianuniform.com
MBPO: PO-16-1080-OSD03-SRC3-00000005349	Categories: 1, 2, 3, 4, 7, 8, and 12	
Horwitz Career Apparel & Uniforms (CT Only)	203-931-9700 ext. 301	rhorwitz@horwitzuniforms.com
MBPO: PO-16-1080-OSD03-SRC3-00000005526	Categories: 1, 3, 7, and 12	
Keefe Group	732-509-0127	lpalmisano@keefegroup.com
MBPO: PO-16-1080-OSD03-SRC3-00000005524	Categories: 3, 6, 7, 8, and 9	
Kenai Sports, LLC	617-651-0697	cbogioan@kenaisports.com
MBPO: PO-16-1080-OSD03-SRC3-00000005066	Categories: 11	
Massachusetts Correctional Industries	508-850-1070 ext. 1071	denise.raynor@state.ma.us
MBPO: PO-16-1080-OSD03-SRC3-00000005579	Categories: May offer all categories	
MG Products, LLC	978-352-5042	leanne@mgproducts.net
MBPO: PO-15-1080-OSD03-SRC3-00000002057	Categories: 1, 2, 7, 9, 11, and 12	
OD Taragin & Bros.	410-276-7570	odtar@erols.com
MBPO: PO-16-1080-OSD03-SRC3-00000005121	Categories: 1, 2, 3, 4, 5, 6, 7, 8, 12, 13, and 14	
Razz-m-Tazz Promotions, LLC	978-874-0502	gail@razz-m-tazz.com
MBPO: PO-16-1080-OSD03-SRC3-00000005391	Categories: 1, 2, 4, 5, 6, 7, 8, 9, 11, 12, 13, and 14	
Security Uniforms, Inc.	860-224-1773	security-uniforms@snet.net
MBPO: PO-16-1080-OSD03-SRC3-00000005123	Categories: 1	
Tracy's Products, LLC	203-787-2013	tracysproducts@aol.com
MBPO: PO-16-1080-OSD03-SRC3-00000004998	Categories: 9	
Trippi's Uniforms	508-755-4721	trippisuniforms@townisp.com
MBPO: PO-16-1080-OSD03-SRC3-00000005125	Categories: 1, 3, 5, 7, and 12	
Uniforms Manufacturing, Inc.	480-368-9316 ext. 102	emily@umidirect.com
MBPO: PO-16-1080-OSD03-SRC3-00000005160	Categories: 1, 2, 3, 4, 5, 7, 8, and 12	

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Vendor Categories

	1 - Uniforms	2 - Athletic	3 - Footwear	4 - Hosiery	5 - Hospital	6 - Nightwear	7 - Outerwear	8 - Underwear	9 - Hygiene	10 - Rental	11 - Epp	12 - Misc.	13 - MA Police	14 - CT Police
All Sports - Hereos Uniforms	X	X	X		X		X					X		
Andrea's Police Supply	X		X	X			X	X				X	X	
Aramark Uniforms	X	X	X				X					X	X	X
Bob Barker Company, Inc.	X	X	X	X		X	X	X	X			X	X	X
Company Store, Inc.	X		X		X							X		
Darter Specialties, Inc.	X	X			X		X					X		
Doughboy Police and Fire Supply	X		X	X			X	X				X	X	
Fairfield Uniform Co. (CT Only)	X		X				X							
First Defense Supply (Worcester County)	X		X	X		X	X	X				X	X	
Graphics Productions, Inc.	X	X	X	X	X	X	X	X				X		
Guardian Uniform and Supply	X	X	X	X			X	X				X		
Horwitz Career Apparel & Uniforms (CT Only)	X		X				X					X		
Keefe Group			X			X	X	X	X					
Kenai Sports, LLC											X			
Massachusetts Correctional Industries	X	X	X	X	X	X	X	X	X	X	X	X	X	X
MG Products, LLC	X	X					X		X		X	X		
OD Taragin & Bros.	X	X	X	X	X	X	X	X				X		
Razz-m-Tazz Promotions, LLC	X	X		X	X	X	X	X	X		X	X	X	X
Security Uniforms, Inc.	X													
Tracy's Products, LLC									X					
Trippi's Uniforms	X		X		X		X					X		
Uniforms Manufacturing, Inc.	X	X	X	X	X		X	X				X		



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